



REFERENCE FORM for use when obtaining an employment reference on a prospective family employer from previous nanny/childcare provider.

Family's Name _____ Date _____

NAME OF REFERENCE

PHONE NUMBER

EXPLAIN TO REFERENCE HOW YOU CAME TO HAVE THEIR NAME AND NUMBER AND THE PURPOSE OF YOUR CALL. FIND OUT IF THIS IS A GOOD TIME TO TALK, BEFORE BEGINNING TO ASK ANY QUESTIONS.

1. HOW LONG HAVE YOU KNOWN THIS FAMILY?

2. DESCRIBE THE CAPACITY IN WHICH YOU KNOW THEM.

3. ARE YOU CURRENTLY EMPLOYED BY THIS FAMILY? YES NO
IF NO, HOW LONG AGO DID YOU WORK FOR THEM?

4. WHY DID THE EMPLOYMENT RELATIONSHIP END?

5. DID YOU PROVIDE LIVE-IN CHILDCARE? YES NO
IF YES, PLEASE DESCRIBE THE FAMILY'S LIFESTYLE AND INTERESTS AND YOUR INTERACTIONS WITH THEM WHEN ON DUTY VS OFF DUTY.

6. IF NO TO ABOVE QUESTION: HAVE YOU VISITED THEM IN THEIR HOME YES NO
IF YES, PLEASE DESCRIBE FREQUENCY.

7. DESCRIBE YOUR RELATIONSHIP WITH THIS FAMILY - EMPLOYEE/EMPLOYER WORKING MEMBER OF THE FAMILY COMBINATION



8. DID YOU HAVE A WORKING AGREEMENT/CONTRACT WHICH DESCRIBED YOUR DUTIES AND RESPONSIBILITIES? YES NO
IF YES, DID YOU FEEL THAT THE FAMILY ABIDED BY THE TERMS OF THE CONTRACT? YES NO
IF NO, PLEASE EXPLAIN
9. HOW DID THE FAMILY HANDLE ISSUES THAT AROSE DURING YOUR EMPLOYMENT?
10. HOW WOULD YOU DESCRIBE THE MANNER IN WHICH YOU WERE TREATED BY THE PARENTS?
(EMPLOYEE, FRIEND, SERVANT, CHILDCARE PROFESSIONAL, OLDER CHILD IN FAMILY)
11. HOW WOULD YOU DESCRIBE THE MANNER IN WHICH THE YOU WERE TREATED BY THE CHILDREN?
12. CAN YOU DESCRIBE HOW DISCIPLINE AND BEHAVIOR PROBLEMS ARE HANDLED.
13. DO YOU HAVE ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO SHARE WITH ME ABOUT YOUR OBSERVATIONS OF THIS FAMILY? I.E., THE RELATIONSHIP OF THE PARENT(S) TO EACH OTHER, TO THE CHILD(REN) AND VICE VERSA.
14. HAVE YOU OBSERVED OR ARE YOU OTHERWISE AWARE OF ANY CONDITIONS INCLUDING PHYSICAL HANDICAPS OR DISORDERS THAT THE CHILD(REN) OR PARENT(S) MAY HAVE?
15. ARE YOU AWARE OF ANY ALCOHOLISM, DRUG ABUSE, DOMESTIC VIOLENCE, SEXUAL ABUSE OR OTHER DYSFUNCTION IN THIS FAMILY?



16. IN YOUR OPINION, DO YOU FEEL THAT THE ENVIRONMENT IN THIS FAMILY IS GENERALLY A HEALTHY, PLEASANT ONE?

17. IS THERE ANYTHING ELSE YOU FEEL I SHOULD KNOW BEFORE ACCEPTING A NANNY POSITION WITH THIS FAMILY?

Always thank the reference for their time. Do not hesitate to ask for more information about answers to any of the questions above. This person has had considerable experience with the parents and the children and their insight and experiences should be an important factor, combined of course with the impressions you made of the family during the interview process, in making your decision.